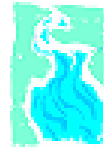




INSTRUCTIONS for Fiscal Year 2017 Nonpoint Source Program Planning Application Cover Sheet



The Cover Sheet is the first page of the entire application package. Other portions of the application are developed by the applicant and attached. **Do Not** attach a cover or transmittal memo to the application package. Use the “Tab” key to move between fields of the form.

Project Name: Preferred names include the name of the watershed and type of project. For example, “*Big River Riparian Protection*”. The title should not include the word “Project”.

Project Location: The primary county in which the project is located. Use only one county name.

Water Body Name: The name of the water body or water bodies the project will impact.

The **HUC** is the USGS hydrologic unit code for the watershed in which the project is located. Eight, 10 and 12 digit HUC numbers are available for Michigan watersheds in [appendices A1 and A2 of the Integrated Report](#). Use the HUC for the smallest size area that includes your entire project and downstream impacted area.

Centroid Lat/Long: Zoom and pan the map at <http://itouchmap.com/latlong.html> until your project area fills the map area. Left click in the center of your project area. The digital degrees are displayed below the map.

Organization Information: The name, address, and federal ID number of your organization plus the name, title, telephone number, and e-mail of someone that the NPS Program staff can contact for additional administrative or technical information about the proposal.

DUNS #: A unique nine digit identification number required for a grant contract and to establish eligibility. To request a DUNS # or for more information see <http://fedgov.dnb.com/webform>

Grant Amount Requested is the amount of funding you are seeking.

Local Match is the amount of local funding committed to the project.

Project Total: Right click on the box and select “Update Field”.

Match %: Enter the match percentage from the budget sheet cell E85.

Senate District Number. Include the district numbers of **all** state Senators in the project area. For help, use the Internet site: <http://www.senate.michigan.gov>. Then click on “Find Your Senator,” searching by county or district.

Representative District Number. Include the district numbers of **all** state Representatives in your project area. For help, use the Internet site: <http://www.house.michigan.gov>. Then click on “Find a Representative,” searching by city or zip code.

Person with Grant Acceptance Authority and Their Title. This is the person who will be accepting responsibility for the terms and conditions of the contract. This may be the contact person, or it may be somebody else in the organization (or perhaps a board member).

Signature. **The application must be signed and dated** by the “Person with Grant Acceptance Authority.”